

American Embassy, Amman

Vacancy Announcement

VACANCY - ANNOUNCEMENT NUMBER: 11-59

OPEN TO: Appointment Eligible Family Members, and Members of Household (MOH) – All agencies

POSITION Human Resources Assistant

OPENING DATE: October 20, 2011

CLOSING DATE: November 02, 2011

WORK HOURS: Fulltime – 40 hours per week

SALARY: *EFM: (Position Grade: **FP-06**)

NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Amman is seeking individuals for the position of Human Resources Assistant at the Iraq Support Unit. The work schedule will be intermittent and flexible. The incumbent will work as required per individual section needs.

BASIC FUNCTION OF POSITION:

Incumbent is responsible for ePerformance, EER management, A-Z processing for TCNs with Department of State regulations, post policy, and local law and Awards, Incumbent reports to the American Human Resources Officer and receives work guidance, and feedback from the Senior Human Resources Assistant.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Successful Completion of Secondary School is required.
2. 3 years experience in the Human Resources field or administrative experience is required.
3. Level 4 (fluent) in speaking and reading English is required. English proficiency may be tested.
4. Knowledge of DOS HR functions for American and LES personnel to include the DOS ePerformance and DOS Awards Policies, related regulations including 3 FAM, Embassy Baghdad and Amman LCPs, local labor law, and DOS guidance is required.
5. Effective interpersonal, communication, and time management skills are required. Computer proficiency, including typing and familiarity with Word and Excel, is required.
6. The ability to obtain and retain a Security Clearance at the Secret level is required.

SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must have at least nine months remaining at post from the closing date of the vacancy.
6. The candidate must be able to obtain and retain a Top Secret security clearance.

TO APPLY:

Interested applicants for this position should submit the following:

1. Application for Federal Employment (DS-174); or
2. A current resume or curriculum vitae that provides the same information as an DS-174
3. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/> ; plus
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office

Fax 593 1598

Applications can be submitted electronically through AmmanEmployment@state.gov.

DEFINITIONS:

AEFM:

A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

1. U.S. citizen;
2. Spouse or dependent who is at least age 18;
3. Listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
4. Resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;
5. Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

CLOSING DATE FOR THIS POSITION: November 02, 2011

The US Mission in Amman provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.